

HRDW FAQ
Sept 15, 2005

- 1) Reviewing some of the functional requirements, the expectation is that DPA would convert from using the EMPL action codes to the set of codes used in CPPS. There are far fewer values in the CPPS set. It is common to use action code in an extract routine or adhoc when you are looking for a specific type of action, say promotions, demotions, separations, etc. Will DPA convert the CPPS code back to the EMPL codes for the HRDW? If not, program changes will be necessary in order to convert our routines to a new set of action codes.

Historical data will be loaded with EMPL action codes. Data coming from CPPS into the HRDW will be loaded with the CPPS action codes.

Refer to HRDW_Action_Crosswalk.csv (for action crosswalk information)

- 2) The demographic data requirements indicate that they may combine last name, first name, and middle initial, into 1 field in CPPS. Perhaps this is for display only, but we don't know. Will there only be one field for name? Will DPA split the name into separate fields for the HRDW? If not, program changes will be necessary. We may need to split the name into separate fields for our databases.

In the extracts, the name will be parsed into last, first, and middle names except where the existing extract specifies a single "name" field.

- 3) The demographic data requirements indicate that they may combine street, apt, building and PO Box into 1 field. Again, display only? Will these be split out into separate fields for the HRDW? In addition, their functional requirements indicate the user would like a larger field size for address. Will this cause truncation issues for our extracts? If CPPS allows a larger field length and the HRDW does not change, we'll need to modify our databases to avoid truncation issues. Again, we may need to adjust the field length in our extracts and internal databases.

APT, BUILDING, POBOX will be combined into the HRDW STREET2 field. The extracts will parse them out into separate fields. The first time agencies enter data into the STREET2 field into CPPS, the parsing will become obsolete for the purposes of the extract. To maintain the parsing, agencies would need to establish data entry standards within their organization until such time as their internal databases could be modified and the extracts changed via standard change request processes.

Please refer to HRDW_Mapping.xls for specific parsing information.

- 4) The demographic data requirements indicate that they may increase the field size for City. Again, unless we change our internal databases, we may have truncation issues.

HRDW's City field is 30 characters. The length of the field in the existing extracts will be maintained. Truncation issues will arise as agencies begin using longer names in CPPS. Changes to agency extracts will be accomplished via standard change request processes.

- 5) The demographic data requirements indicate that they may add an additional phone number, such as cell phone. Will this not be available in the HRDW? If it is made available in the HRDW, how can we include in our extracts?

The initial extracts will contain only those phone numbers that are extracted currently. The HRDW will contain the additional phone number as it becomes available via CPPS changed data processes, that is, as soon as agencies begin entering it into CPPS the HRDW will be updated with the new information. Any additional phone numbers must be added to extracts later via standard change request processes.

- 6) Increase the size of phone extension. Truncation issues if internal databases are not changed?

HRDW Business Phone extension is 7 characters. The length of the field in the existing extracts will be maintained. Truncation issues will arise as agencies begin using longer extensions in CPPS. Changes to agency extracts will be accomplished via standard change request processes.

- 7) Will DPA be creating our data extracts? Will these extracts be in the form of a TSO dataset? If our responses to the surveys indicated we currently use 8 different extracts, will DPA create 8 extracts "exactly" as our current extracts? Will the extracts be split into separate files similar to the EMPL EMPLOYEE, POSITION, DEMOGRAPHIC, CLASS, JOB files or will the extract be one large file? If the extract is one large file, we will have a big change on our side as we download the data into separate EMPL tables into ORACLE and ACCESS

The extracts will be divided into whatever files have been provided in the past. They will be combined into one large file only if the extract in question has been provided in that format in the past.

- 8) Will the HRDW (data extracts) continue to display dates in the YYYYMMDD format?

Yes

- 9) Will any of the old data fields from EMPL be dropped from the HRDW? If so, what fields? We would need to look at our databases to see if these dropped fields are used, how they are used, and how to replace.

Yes. a number of fields have been dropped. They appear below. Those decisions were made by the Conversion design committees that have been meeting for the last 2 + years. However, the extracts will contain blank placeholders for the missing fields.

| |
|--------------------------------------|
| Early Retirement Date - Pay-Ret-Misc |
| Survey Percent - Class |
| Proposed Occupational Group - Class |
| Rating Due Date - Employee |
| CPP Entry Date - Employee |
| General Fund Percent -Position |
| Federal Fund Percent - Position |
| Cash Fund Percent -Position |
| Other Fund Percent - Position |
| LWOP YTD - Pay-Ret-Misc |
| LWOP ETD - Pay-Ret-Misc |
| Record Number - All |
| Record Count -All |

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|---|
| Home Phone Extension - Demographics |
| I9 Agency - Demographics |
| Disability 1 - Demographics |
| Disability 2 - Demographics |
| Disability 3 - Demographics |
| Disability 4 - Demographics |
| Emergency Doctor - Demographics |
| Emergency Doctor Phone - Demographics |
| Emergency Hospital - Demographics |
| Emergency Hospital Phone - Demographics |
| Licenses Cert Regs 1 - Demographics |
| Licenses Cert Regs 2 - Demographics |
| Licenses Cert Regs 3 - Demographics |
| Licenses Cert Regs 4 - Demographics |
| Licenses Cert Regs 5 - Demographics |
| Area Available 1 - Position |
| Area Available 2 - Position |
| Area Available 3 - Position |
| Area Available 4 - Position |
| Area Available 5 - Position |
| Area Available 6 - Position |
| Class Note - Class |
| SSN Suffix - All |
| D-SW - Position |

10) Will we still need to run our Natural extracts or can we just go get the file?

We plan to have you 'request' the extracts from a browser, perhaps parameter- driven by date range or agency depending on the extract. The Natural programs will become obsolete.

11) Some previous statements from you have indicated that you would duplicate the current extracts 'to the greatest extent possible". This implies that there may be some extracts that are not exact duplicates.

"To the greatest extent possible" means, in general, that we will maintain your current formatting but some of the data that you currently receive will not be available.

For example, the EMPL position file contains several data elements that will not be moved to the HRDW. These are general-fund-percent, federal-fund-percent, cash-fund-percent, other-fund-percent, area available, cpp-entry-date/payout. Certain of the current extracts contain these fields but the new extracts

will not contain data in these fields. We will maintain the formatting with the correct number of blanks or spaces, as appropriate.

Another example of a difference you will encounter is that the current EMPL ethnicity codes 1-6 will be replaced by the CPPS values as follows; EMPL ETHNICITY 1 -> B, EMPL ETHNICITY 2 -> A, EMPL ETHNICITY 3 -> R, EMPL ETHNICITY 4 -> H, EMPL ETHNICITY 5 -> C, EMPL ETHNICITY 6 -> P. This example is a straightforward change that, worst case, would require you to change your processes to process an alpha rather than a numeric field and update coding or tables to translate the values.

Another example of a change you will encounter will be the Veteran-Type field. The format will remain the same but the design committee made a decision to convert the EMPL veteran type field into two distinct data elements; Veteran Type and Military Status. In the case of Military Status, that would need to be a new field that would be added to your extract at a later date but Veteran Type would be converted to new values as follows;. EMPL Veteran Type 1 & 3 -> D (Disabled Veteran) , EMPL Veteran Type = 2 & 4 -> P (Preferred Veteran), EMPL Veteran_Type = 5 -> W (Widow/Widower). Additionally, a new veteran type is being added N (Non-preferred). In this case, you will lose the historical distinction between Vietnam era vets and other vets because we will not be able to convert them back to the old EMPL values.

12) How will changes or modifications be made? Will we be given access to do that or will we give you and your team specs?

As for changes to the extracts, in the near term, changes will be made through the usual change request process. I expect that your contact for HR type issues will be Ranea Taylor at DPA/DHR. Payroll issues will be directed to Central Payroll, Collene Smith. In the long term, we hope to develop a fully customizable extract process through the AdHoc reporting environment of the WebFocus Reporting tools. In that case, you would be able to 'point and click' any extract you need from a browser.